Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

RECORDS SECTION
DepED, Division of Zambo. Norte
No: _____
Date: MAY 22 2023 By: _____
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May 18, 2023

Division Memorandum
No. 183, s. 2023

ENHANCING TRANSPARENCY PRACTICES IN PUBLIC SCHOOLS

To: Public Schools District Supervisors
Public Elementary and Secondary School Administrators
This Division

1. Pursuant to RA 9485 (Anti-Red Tape Act of 2007), the Schools Division of Zamboanga del Norte has since required the school administrators to post information on the sources, intended use and actual utilization of school MOOE/funds in the **TRANSPARENCY BOARD** that must be publicly accessible and updated every three (3) months. Likewise, the schools division has since required the posting of all procurement activities (regardless of the method of procurement used), results thereof, and other related information as required under RA 9184 (Government Procurement Reform Act).

2. Along this line, to ensure accountability in the use of school MOOE/funds, enhance school transparency practices, and increase trust and confidence of school community stakeholders, the schools division hereby issues the attached policy guidelines on enhancing transparency practices in public schools.

3. The Social Mobilization and Networking Section shall lead the monitoring of school compliance to this guidelines.

4. This issuance shall take effect immediately upon its approval and publication and shall remain valid and effective unless otherwise amended.

5. Immediate dissemination of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

SGOD/SMN/JESSIE/Enhancing Transparency Practices in Public Schools
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Republic of the Philippines

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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure to Division Memorandum No. 183, s. 2023

ENHANCING TRANSPARENCY PRACTICES IN PUBLIC SCHOOLS

To ensure accountability in the use of school MOOE/funds, enhance the school transparency practices in all public elementary and secondary schools, and increase trust and confidence of school community stakeholders, the schools division hereby issues the following policies and guidelines, to wit:

A. For FY 2023, school administrators shall present the School Annual Financial Report of the last fiscal year and the School Operating Budget of the current fiscal year in the occasion of the School PTA General Assembly Meeting to be conducted before the end of SY 2022-2023 (not later than the last working day of June 2023) as provided under DepEd Order No. 013, s. 2022 (Omnibus Guidelines on the Regulation of Operations of the Parent-Teacher Associations). Thereafter, school administrators shall present the school financial report during the quarterly Homeroom PTA Meetings. Minutes of meetings shall be uploaded on or before fifteen (15) working days after the conduct of the same through the links below:

   - Minutes PTA Meeting June 2023 (https://forms.gle/xd4qngrF9j1s4kRm7)
   - Minutes Q1 PTA Meeting SY 2023-2024 (https://forms.gle/4DXeKLSzB6HiNkM97)
   - Minutes of Q2 PTA Meeting SY 2023-2024 (https://forms.gle/mhwqJ32ohN2mZNn57)

B. For the succeeding years, presentation of School Annual Financial Report and School Operating Budget shall be done not later than the last working day of March of each year. School financial report shall be regularly presented during the quarterly Homeroom PTA Meetings. Minutes of meetings shall be uploaded on or before fifteen working days after the conduct of the same. Upload links shall be provided during the first quarter of each year.

C. The Social Mobilization and Networking Section shall lead the monitoring of school compliance to this guidelines.